



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT McPHERSON, GEORGIA 30330-1062

AFLG-PR

10 May 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 02-17, Performance-Based Service Acquisition (PBSA), DD 350

1. This CIL provides guidance to ensure that FORSCOM meets the DA mandated PBSA goal, i.e., service acquisitions, measured in dollars/actions are PB and fixed price and all core contracting workforce is PBSA trained.

2. Effective FY 02, we began collecting statistics of actions and dollars regarding PBSA from the Federal Procurement Data System or the DD 350. Up to that time, the data was manually counted by the DOCs and reported to this office. The statistics from the manual count reflected that FORSCOMs service acquisitions, measured in both dollars/actions were 48 percent. The statistics regarding the same information obtained from the DD 350s is 23 percent in actions and 16.8 percent in dollars. The reasons for the disparity are incorrect coding of the DD 350s and an incorrect interpretation of what constitutes a PBSA from a non-PBSA. We provide the following information in order to correct the disparity and reflect an accurate percentage of PBSA usage.

a. A requirement is a PBSA if 80 percent of the anticipated dollar obligations incorporate the minimum PBSA standards. The minimum of 80 percent of the estimated obligations, rather than level of effort or process-oriented, methodology is the driving force. Also, standard commercial services are PBSA to the extent that such services can be tied to performance requirements in accordance with FAR 12.202(b).

b. If the conditions in paragraph 3a above exist, code the actions as PBSA on the DD 350. Double check data entry to ensure the data is correct. Report Code "Y" in Line B1D, PBSC of the DD 350 if the requirement is a PBSA.

c. Also report Code "Y" when you prepare a DD 350 for a task order (TO). The performance work statement (PWS) for multiple award contracts provides for a broad PWS that describes the general scope, nature, complexity, and purpose of the services to be acquired to enable potential offerors to decide whether to submit offers. However, the PWS at the TO level should be performance-based, describe the specific task and include measurable performance standards and metrics. Accordingly, the TO should be coded as "Y" on the DD 350, signifying the TO is performance-based.

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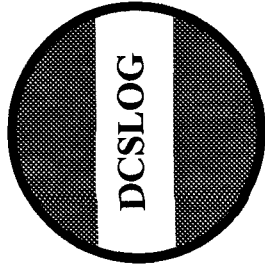
SUBJECT: Contracting Information Letter (CIL) 17-02, Performance-Based Service Acquisition (PBSA)

3. We accomplished the goals mandated by the Department of the Army that required the core-contracting workforce to be certified as PBSA. In order to be proactive and ensure that FORSCOM continues to conform to this guidance, we request DOCs ensure that all incumbents receive PBSA training and certification by the PARC. Incumbents should take the PBSA Internet Course, "OR" a course by its name structured solely to teach PBSA which is eight hours or more. Please prepare certificates in accordance with enclosure 1 and forward to this office for the PARCs signature. Until further notice, on 15 June and December, DOCs must provide to the PARC whether the contracting workforce is 100 percent PBSA trained and certified. If the contracting workforce is not 100 percent trained and certified, provide how many need to be trained and when the training will be complete.
4. To the maximum extent possible, ensure that the requirements personnel receive PBSA training. Their input is essential, since they impart knowledge and technical expertise to the team. The effort of the total acquisition team is crucial to achieve increased use of PBSA methods and techniques when developing solicitations.
5. Effective immediately, IAW AFARS 5137.1, all service acquisitions must be PB and fixed price with the exception of A-76 commercial activity studies, R&D, A&E, environmental remediation and restoration, and emergency services. Deviations may be granted by the PARC. To assist in accomplishing this goal, we encourage you to take advantage of the Action Learning Workshops (ALW) facilitated by members of the PARC staff. The purpose of the ALW is to accelerate the development of a PWS and attachments and determine the appropriate type of contract.
6. We modified the Contracting and Acquisition Training System (CATS) to capture data regarding PBSA certification. DOCs should ensure the CATS reflect the successful completion of the PBSA course and certification.
7. Contact Julie Grace, DSN 367-5690, or email gracej@forscom.army.mil.

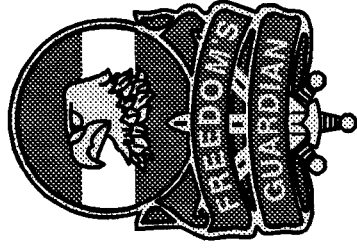


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for Contracting

1 Encl
as



Headquarters, U.S. Army Forces Command



Certificate of Training

Carol Romeo

Is certified as current in

Performance-Based Service Acquisition (PBSA)

30 June 2001

8 Hours

Director of Contracting

CHARLES J. GUTA
COLONEL, AC
PRINCIPAL ASSISTANT RESPONSIBLE
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